

Authentication of Colorado State and County Documents (Apostilles and Certificates)

An **authentication** or **legalization** of a document is completed with an apostille or certificate, which verifies a Colorado public official or Colorado notary public. This means the signature and seal, which certifies a document, is on file with our office. An apostille is an authentication for countries on the Hague Convention List, whereas a certificate is an authentication for all other countries. **The information below is useful for requesting an apostille on State and County certified documents only, not notarized documents.**

*To ensure that your apostille/authentication request is done quickly and accurately, please refer to the information below:

Step 1: Acquiring the certified document from Vital Records or the county. A certified document **must** have a live ink signature and seal. A photocopy of any state/county document that is not certified cannot be apostilled/authenticated. The person who certifies the document **must** have their signature on file with the Elections Division.

- Original copies of birth or death certificates can be obtained from the Vital Records Office of Colorado at 4300 Cherry Creek Drive, South, Denver, CO 80222-1530, 303-692-2200 or 605 Bannock, Denver, CO 80203, 303-436-7351.
- A marriage license, divorce decree or other court document can be obtained from the county in which it was issued. A county clerk roster can be found on our website at www.sos.state.co.us or contact our division.
- A Colorado public Notary should not notarize documents issued and certified by a Colorado Public official. (For example birth certificates, death certificates, marriage licenses, court documents, etc. should be certified by a state or county official)

Step 2: The fee is \$10.00 per certification. The fee may be paid via check or money order made out to "Colorado Secretary of State". Payment may be made in cash, if the document(s) are walked into the office. The fee for expedited service is **\$25.00** per certification for a total of **\$35.00**. Expedited service is offered for walk-in customers only with an average wait time of 5 minutes.

Step 3: Mail or walk-in to our office for processing. The address is: Office of the Secretary of State, Elections Division, 1700 Broadway, Suite 270, Denver, CO 80290. In order to process your document through the mail, the following information is needed:

- Your contact information (name, address, phone number, e-mail, if available);
- The name of the country for which the authentication is being completed;
- The address to which the document should be mailed or indicate if it is to be held for pick up after 10:30 a.m. the next business day. **Please include a self-addressed stamped envelope with your request for mailing your documents after processing.** For assurance of delivery of your completed documents, we recommend utilizing a mail service such as Federal Express or UPS.

(*Note*: If documents are processed by mail, please provide this information in a cover letter and your request will be processed within 48 business hours, then mailed according to your specifications; For a walk-in customer not using expedite service, a "drop-off" slip must be filled out and the documents will be processed on the next business day.)

To ensure prompt service and avoid rejection, please use the following checklist:

- ☐ If a county certifies the document, is there a "live-ink" signature on the document (not stamped or photocopied)?
- ☐ Does the person who certified the document have his or her signature on file with the Elections Division?
- ☐ Is there a seal (county, court or state) accompanying the signature?
- ☐ If your request is being mailed, does your letter state your contact information and the name of the country for which this document is being processed?

Please contact the Elections Division at 303-894-2200, Ext #6307 sos.elections@state.co.us if you need further assistance.

For **notarized** documents, please contact the Licensing Division at 303-894-2200, Ext #6409 or sos.licensing@state.co.us for their fees and procedures.